

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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August 1, 1979

79-8004

TO: All Individuals and Groups Interested
in the Activities of the Commission for
Teacher Preparation and Licensing

FROM: Peter L. LoPresti, Executive Secretary *PL*

SUBJECT: (1) Summary, Content and Application Procedures
Relating to Newly-Adopted Title 5 Regulations
Pertaining to Adult Education Credentials

(2) Subject Categories for Credentials

At its May 1979 meeting the State Board of Education approved California Administrative Code Title 5 regulations adopted by the Commission for Teacher Preparation and Licensing at its April 1979 meeting. These regulations became effective on July 5, 1979.

The new regulations repeal current Title 5 section 80041 and establish new sections 80041 through 80041.4. A copy of the full text of these regulations is attached for your information.

However, for your quick reference presented below is a digest of the major changes and effects of the new regulations, and an explanation of credential application procedures relating to them.

Digest of the Key Provisions of the New Adult Education Regulations

The new regulations:

1. Divide Adult Education from Vocational Education and Driver Education, creating separate regulation sections for each. (The regulations relating to Vocational Education and Driver Education remain unchanged except for deletion of any references to "Adult Education".)
2. Create (section 80041) two new Adult Education titles and authorizations:
 - a. the "Regular" credential, which authorizes full- and part-time teaching service.
 - b. the "Limited" credential, which authorizes part-time teaching for individuals with special fitness to teach a given subject.

3. Delete the "part-time" credential, contained in the former regulations.
4. Establish (section 80041.3(a)) new subject matter requirements for "academic subject," to be 20 semester units or 10 upper division semester units or equivalent (to include possession of the baccalaureate degree).
5. Define (section 80041.3(a)) "academic subjects" to be English, mathematics, social science, physical science, and life science ("biological science").
6. Establish (section 80041.3(c)), in addition to existing "approved Local Education Agencies", the "Employing School District" as an agency authorized to recommend the issuance of Adult Education credentials, under specified conditions.
7. Add (section 80041.1 (2) (b)) possession of a community college credential, under stipulated conditions, as a means to determine eligibility for issuance of a "clear" Adult Education credential.
8. Add (section 80041.3(b)) a number of competency areas to the personalized preparation and training component required for the clear "Regular" credential for those issued credentials as of July 5, 1979.

For complete and specific information for the above, reference should be made to full text of the attached regulations.

Definition of Persons Potentially Eligible for the "Limited" Credential

The new regulations establish a new credential (section 80041.1(b)) which requires, in part, that the applicant shall have the recommendation of the Employing School District, attesting to the special fitness of the candidate to teach the subject(s) designated on the credential. While final determination has not been made of a full definition for "special fitness", it is proposed that the following definition be applicable:

"special fitness" to teach a given subject is interpreted to mean distinguished ability because of knowledge, experience, training or background, and recognition as an authority, specialist, expert or leader in the subject in which the credential is sought.

Subject Category Authorizations for the Credential

1. For the Regular Credential:

The subject designation to be shown on each Regular Adult Education credential issued as of July 5, 1979 will be congruent with the subject categories recently established by the State Department of Education, Adult Education Field Service Unit, titled "Adult Education Course Classification and Coding

System." There are 22 categories (beginning with "Agriculture" and ending with "Adult Basic Education"), which are broad in nature but which encompass sub-topics of subject matter relating to the major topic heading. The Commission for Teacher Preparation and Licensing will not identify sub-topics on the Regular credential but will issue credentials only on the basis of one or more of the 22 major topical headings. Therefore, when an approved Local Education Agency and/or an Employing School District recommends to the Commission the issuance of a Regular credential under the provisions of Title 5 regulations discussed above, it must be indicated which subject category is being requested for the credential. (Due to the broad nature of many of the subject categories, much responsibility will be placed upon the hiring authorities to determine the specific subject matter competency of each Adult Education teacher, prior to assignment, who holds a Regular credential.)

2. For the Limited Credential:

In contrast to the broad subject designation for the Regular credential, the Limited credential will designate the specific subject to be taught for which the applicant has demonstrated special fitness to the Employing School District. These subjects may or may not be related to the specific subjects listed within the 22 broad categories discussed above.

Special Information Regarding Application Procedures

Due to the fact that the new regulations establish several new credentials and related procedures, the following information is provided in order to assist all concerned.

Pursuant to New Regulations

Local Education Agencies (LEA's) with programs approved by the Commission under prior regulations and Employing School Districts (ESD's) may recommend qualified applicants for Regular credentials under the new regulations. Recommended applications should be submitted with two copies of the appropriate attached form (CL-591 for LEA's or CL-592 for ESD's) and, if not previously submitted, two Bureau of Identification (BID) fingerprint cards.

Employing School Districts may recommend qualified applicants for Limited credentials by submitting an application form with two copies of the appropriate attached form (CL-593) and, if not previously submitted, two BID fingerprint cards.

The responsibility for verifying completion of all Limited and Regular Adult Education credential requirements rests with the Chief Executive Officer of the LEA or ESD or his/her designee. This Officer shall certify on the appropriate forms that such applicants have met the California Administrative Code

and Education Code requirements specific to the Adult Education credential. All records that verify an applicant's qualifications for the Regular or Limited Adult Education credential should be maintained by the recommending agency for two years for monitoring purposes.

Pursuant to Prior Regulations

Applicants who have been issued part-time or full-time preliminary Adult Education credentials under Ryan regulations in effect prior to July 5, 1979, may complete the requirements for the clear credential which were in effect at that time.

Applications for such credentials will require the recommendation of an LEA with a program approved under the prior regulations. The credentials issued under prior regulations will have the original authorizations for service and credential subjects.

A limited supply of the attached forms is available upon request. Please feel free to duplicate additional copies as needed.

If you have any questions regarding the application procedures, contact the Licensing Branch at (916) 445-7254, and/or program procedures, Dr. Sidney Inglis at (916) 322-5988.

TITLE 5. EDUCATION
PART VIII. COMMISSION FOR TEACHER PREPARATION AND LICENSING

CHAPTER 1. CREDENTIALS ISSUED UNDER THE TEACHER PREPARATION AND LICENSING LAW OF 1970

80041. Types of Designated Subjects Credentials for Adult Education.

(a) Regular: authorizing full- and part-time teaching of the subject(s) cited on the credential.

(b) Limited: authorizing teaching of the subject(s) cited on the credential to a maximum of 120 hours per academic year.

NOTE: Authority cited: Sections 44255 and 44225(b), Education Code. Reference: Sections 44259 and 44260, Education Code.

HISTORY:

1. Amendment filed 11-6-78; effective thirtieth day thereafter (Register 78, No. 45).
2. Repealer and new section filed 6-5-79; effective thirtieth day thereafter (Register 79, No. 23).

80041.1. Terms and Requirements for Issuance.

(a) Regular Credentials

(1) A preliminary regular Designated Subjects credential for Adult Education shall be issued to an applicant and be valid for five years from date of issuance upon the recommendation of an authorized person, as defined in subsection 80041.3(c), who verifies that the following requirements have been satisfied:

(A) the specific requirements relating to qualifying education and/or experience as contained in Tables I and/or II of subsection 80041.3(a) of these regulations.

(B) completion of the U.S. Constitution requirement pursuant to Education Code 44335.

(C) a personalized preparation and training program pursuant to subsection 80041.3(l); of these regulations has been arranged for the applicant.

(2) A clear regular Designated Subjects credential for Adult Education shall be issued to a qualified applicant and be valid for a period of five years from date of issuance upon the recommendation of an authorized official of a local education agency or employing school district who verifies (A) or (B) as they pertain to the applicant.

(A) Achievement of competencies as provided in subsection 80041.3(b) of these regulations, of which nine semester units or equivalent shall be satisfied by and/or through an approved local education agency (LEA) (including but not limited to course work taken at an accredited four-year institution of higher education), and that the applicant is otherwise qualified.

(B) Possession of a valid clear community college credential which authorizes the applicant to teach the subject(s) cited on the credential in classes organized primarily for adults, provided that the credential holder has had a minimum of 240 hours of classroom teaching experience in the cited subject in classes under the jurisdiction of a California community college and who satisfies the qualifying education and/or experience requirements specified in Tables I and/or II, and is otherwise qualified.

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**§ 80041.2
(p. 966)**

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(Register 79, No. 23—6-9-77)

(b) Limited Credentials

(1) A limited Designated Subjects credential for Adult Education shall be valid for a period of five years, shall not be renewable, and shall be issued upon application on behalf of an applicant by the employing school district (ESD), subject to the following conditions:

(A) The applicant has fulfilled the specific requirements for education and/or experience and/or examination requirements described in Tables I and/or II of these regulations.

(B) The credential authorization shall be limited to teaching a maximum of 120 hours during any school year.

(C) An applicant shall have the recommendation of the employing school district attesting to the special fitness of the candidate to teach the designated subject(s) cited on the credential.

(D) The applicant is certified to be otherwise qualified.

NOTE: Authority cited: Sections 44225 and 44225(b), Education Code. Reference: Sections 44259 and 44260, Education Code.

HISTORY:

1. New section filed 6-5-79; effective thirtieth day thereafter (Register 79, No. 23).

80041.2. Authorization for Service.

(a) Regular: The regular Designated Subjects credential for Adult Education shall authorize the holder to teach in classes organized primarily for adults the subject(s) designated on the credential.

(b) Limited: The credential issued shall authorize the holder to teach for a total not to exceed 120 hours per academic year in classes organized primarily for adults the subject(s) designated on the credential.

NOTE: Authority cited: Sections 44225 and 44225(b), Education Code. Reference: Sections 44259 and 44260, Education Code.

HISTORY:

1. New section filed 6-5-79; effective thirtieth day thereafter (Register 79, No. 23).

80041.3. Requirements for the Credential.

(a) Specific Requirements: The specific requirements for the preliminary and/or clear Designated Subjects credential for Adult Education are all of the following:

(1) Possession of a high school diploma or the passage of an equivalency examination or other procedure as designated by the Commission.

(2) Adequate preparation and/or recent experience in the subject(s) named on the credential, with a minimum equivalent to five years of education and/or experience. "Experience" is defined as paid work or its equivalent; "education" is defined as regular course work successfully completed at an accredited institution of higher education, or equivalent and/or defined in Tables I and II.

(3) Adequate proficiency in the subject or skill to be taught as provided in Tables I and II.

(A) When an occupation, profession, or activity requires a state or federal license or registration which requires an examination to perform the duties required, the possession of such a license or registration may be accepted as evidence of subject matter proficiency.

§ 80041.3
(p. 966.2)

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**COMMISSION FOR TEACHER PREPARATION
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(B) For subject areas not covered by an approved license or registration, other proof of subject matter competency shall be required. Documentation produced by individuals informed of the subject area, performance skill and/or knowledge of the candidate, or other systematic means of validation developed by an LEA/ESD in consultation with knowledgeable representatives of the subjects involved, may provide such proof, subject to approval of the validation process by the Commission.

Qualifying Education and/or Experience Shall be One of the Following:

Table I

For Other Than Academic Subjects:

<i>ation and/or Training</i>	<i>Years of Subject-Related Experience Required</i>
High School Diploma or equivalent	+ 5 years
One year of subject-related education appropriate or related to teaching field	+ 4 years
Two years of subject-related education appropriate or related to teaching field	+ 3 years
Three years of subject-related education appropriate or related to teaching field	+ 2 years
Baccalaureate degree, and with subject matter in the field to be taught verified by at least one of the following:.....	+ 0 years
Completion of 20 semester units or 10 upper division semester units in the subject to be taught.	

Table II

<i>ation and/or Training</i>	<i>Years of Subject-Related Experience Required</i>
Baccalaureate degree, and with subject matter in the field to be taught verified by at least one of the following:.....	+ 0 years
Completion of 20 semester units or 10 upper division semester units in the subject to be taught.	
Academic subjects shall include but not be limited to: English, Mathematics, Social Science, Physical and Life Science	+ 0 years

(b) Requirements for the Personalized Preparation and Training Program for the Clear Regular Designated Subjects Credential for Adult Education

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(1) A local education agency (LEA) or employing school district (ESD) shall be authorized to recommend issuance of the clear regular credential following verification as herein provided of a personalized preparation and training program which has developed in candidates understandings and demonstrable competencies, to include a minimum of nine (9) semester units or the equivalent. Such program for the individual candidate shall be highly personalized and may include but not be limited to the competencies in the design of a personalized preparation and training program contained in subsection (2) following.

(2) Understandings and Competencies for Programs of Personalized Preparation and Training

Personalized preparation and training programs in the amount of nine (9) semester units, or equivalent, approved by the Commission shall have provisions for the development of understandings and competencies including, but not limited to, the following:

- (A) Knowledge of cultural differences in students and communities.
- (B) The learning process.
- (C) Instructional techniques, including media.
- (D) Curriculum.
- (E) Evaluation techniques.
- (F) Supervised field experiences.
- (G) Scope and function of Adult Education.
- (H) Counseling and guidance, including student services.
- (I) Special needs of students.
- (J) Community relationships.
- (K) Evaluation of student achievement.
- (L) Organized activities to improve subject matter competencies.
- (M) Interpersonal relations/communication.
- (c) Officials Authorized to Recommend Issuance of Credentials
- (1) An official authorized to recommend for issuance of the Designated Subjects credential for Adult Education is defined as either "a" or "b":
 - (A) The chief executive officer or designee of a local education agency (LEA) which has received Commission approval for a program of personalized preparation and training pursuant to subsection 80041.3(b) of these regulations.
 - (B) The chief executive officer or designee of an employing school district (ESD), who shall provide a description of the means used by the ESD to monitor and verify completion of a personalized preparation and training program, as provided in subsection 80041.3(b) of these regulations, which procedure shall be subject to audit by the Commission.
- (2) An official authorized to recommend for the issuance of the limited Designated Subjects credential for Adult Education is defined as the chief executive officer or designee of the employing school district (ESD), who shall verify that the applicant has satisfied the specific requirements for qualifying education and/or experience pursuant to these regulations and who attests to the special fitness of the candidate to teach the subject(s) designated on the credential and that employment has or will be offered in the district to the applicant to teach the subject(s) on the credential.

NOTE: Authority cited: Sections 44225 and 44225(l), Education Code. Reference: Sections 44259 and 44260, Education Code.

**TITLE 5 COMMISSION FOR TEACHER PREPARATION
AND LICENSING**

§ 80041.4
(p. 966.3)

Register 79, No. 23—6-9-79.

80041.4. Requirements and Procedures for Agencies Recommending for Designated Subjects Credentials for Adult Education.

(a) Local Education Agencies

(1) Local education agency (LEA) defined: For purposes of developing, submitting and implementing a Commission-approved program of personalized preparation and training, the following are defined as local education agencies:

- (A) A California public school district or consortium of school districts;
- (B) A California county superintendent of schools;
- (C) A California regional occupation program or center;
- (D) A California State Agency;
- (E) A California approved teacher preparation institution.

(2) Procedures for receiving personalized preparation and training program approval: A local education agency desiring to develop a program for the Designated Subjects credential for Adult Education shall file with the Commission for Teacher Preparation and Licensing a program approval review document. The document shall contain all of the following:

- (A) A transmittal letter from the chief administrative officer of the local education agency acknowledging his approval of the program.
- (B) Program goals.
- (C) A brief description of the program to include the name of the cooperating institution(s) or agency(ies), program plans and personnel selection procedure, personalized preparation and training plans and time blocks. Sequences of experiences for the preparation of adult education teachers shall be outlined. A local education agency may coordinate its program or programs with instruction offered by an approved teacher preparation institution(s).
- (D) Means by which the program goals are to be achieved.
- (E) Evaluation design and means.
- (F) Plans for future program revision and development.

The Commission will approve programs after the review of the program approval review document, when such document reflects that the program submitted by the local education agency meets the intent of these guidelines. Programs will be audited by the Commission to determine if the guidelines are being followed. Credentials recommended for issuance by an approved LEA will be granted when the approved program plan has been or is being followed (or when a justification for variance from the program plan is submitted with the application).

(b) Employing School Districts

(1) Employing School District defined: An employing school district is a California school district which offers, on a regular basis, classes organized primarily for adults.

(2) Procedures for Employing School Districts to recommend for credentials: An application for the Designated Subjects credential for Adult Education may be submitted through an employing school district on forms provided by the Commission for Teacher Preparation and Licensing verifying that requirements pursuant to these regulations applicable to an employing school district have been satisfied by the applicant.

NOTE: Authority cited: Sections 44225 and 44225(h), Education Code. Reference: Sections 44259 and 44260, Education Code.

LOCAL EDUCATION AGENCY

(Prepare in Duplicate)

TO: Commission for Teacher Preparation and Licensing

The (Name of LEA) _____ recommends the issuance
of a Regular Designated Subjects Adult teaching credential (authorized under CAC,
Title 5, Section 80041 to (Name) _____
(Date of Birth) _____, (Social Security No.) _____
to be effective (Date) _____.

CREDENTIAL ISSUED UNDER PRIOR RYAN REGULATIONS

I certify that this applicant, who was issued a credential under the prior regulations has met the reissuance requirements of that credential and is now eligible for a (Check one) part-time full-time credential of the type and with the same subject(s) indicated below.

CREDENTIAL ISSUED UNDER REGULATIONS EFFECTIVE 7/5/79

I certify that this applicant has met the specific requirements checked below and is, therefore, eligible for the credential indicated with the subject(s) listed. (Check first three boxes as appropriate or fourth box.)

- education and/or experience requirement
- U.S. Constitution requirement pursuant to Ed. Code 44335
- personalized preparation and training program
- holds a valid clear community college credential and meets all other requirements stated in Section 80041.1.

Type of Credential

Preliminary

Clear Subject(s)

(Use categories on reverse for credential issued under new regulations)

5-year 4-year 1-year

Signature of Chief Exec. Officer or Designee

Date _____

Typed name and title of above

GENERAL INSTRUCTIONS: SEND ONLY an application (41-4), 2 copies of this form and, if not previously submitted, 2 BID fingerprint cards. (All records that verify the applicant's qualifications for this credential should be maintained by the LEA for 2 years for monitoring purposes.)

Categories listed in State Department of Education booklet, "Adult Education Course Classification and Coding System:"

Agriculture	Foreign Language
Biological Science	Health Occupations
Business	Home Economics
Communications	Law
Computer Science	English and Speech Arts
Education	Library Science
Industrial Technologies	Mathematics/Metrics
Fine and Applied Arts	Physical Science

Psychology
Public Affairs and Services
Social Sciences
Commercial Services
Interdisciplinary Studies
Adult Basic Education

EMPLOYING SCHOOL DISTRICT

(Prepare in Duplicate)

TO: Commission for Teacher Preparation and Licensing

The _____ district of _____
County recommends the issuance of a Regular
Designated Subjects Adult teaching credential (authorized under CAC, Title 5,
Section 80041) to (Name) _____,
(Date of Birth) _____, (Social Security No.) _____ - _____ - _____,
to be effective (Date) _____.

I certify that this applicant has met the specific requirements checked below and is, therefore, eligible for the credential indicated with the subject(s) listed. (Check first three boxes as appropriate or fourth box.)

- education and/or experience requirement
 - U.S. Constitution requirement pursuant to Ed. Code 44335
 - personalized preparation and training program
 - holds a valid clear community college credential and meets all other requirements stated in Section 80041.1.

Type of Credential

Subject(s)
(Use categories on reverse)

Preliminary

Clear

5-year

4-year

1-year

I further certify that the Personalized Preparation and Training Program described below has been (or will be) completed through (Name of approved Local Education Agency)

(Use reverse side if needed)

Signature of Chief Exec. Officer or Designee

Date

Typed name and title of above

GENERAL INSTRUCTIONS: SEND ONLY an application (41-4), 2 copies of this form and, if not previously submitted, 2 BID fingerprint cards. (All records that verify the applicant's qualifications for this credential should be maintained by the district for 2 years for monitoring purposes.)

Categories listed in State Department of Education booklet, "Adult Education Course Classification and Coding System:"

Agriculture	Foreign Language	Psychology
Biological Science	Health Occupations	Public Affairs and Services
Business	Home Economics	Social Sciences
Communications	Law	Commercial Services
Computer Science	English and Speech Arts	Interdisciplinary Studies
Education	Library Science	Adult Basic Education
Industrial Technologies	Mathematics/Metrics	
Fine and Applied Arts	Physical Science	

EMPLOYING SCHOOL DISTRICT

(Prepare in Duplicate)

TO: Commission for Teacher Preparation and Licensing

The _____ district of _____

County recommends the issuance of a Limited
Designated Subjects Adult teaching credential (Authorized under CAC, Title
Section 80041 to (Name)

(Date of Birth) _____, (Social Security No.) _____ - _____ - _____,
to be effective (Date)

I certify that this applicant has met the specific requirements for education and/or experience as cited in CAC, Title 5, Section 80041.1

I further certify that this applicant has special fitness* to teach the subject(s) listed below and I, therefore, request that such subject(s) be placed on the applicant's credential.

*"Special fitness" to teach a given subject is interpreted to mean distinguished ability because of knowledge, experience, training or background, and recognition as an authority, specialist, expert or leader in the subject in which the credential is sought.

Signature of Chief Exec. Officer or Designee

Date

Typed name and title of above

GENERAL INSTRUCTIONS: SEND ONLY an application (41-4), 2 copies of this form and, if not previously submitted, 2 BID fingerprint cards. (All records that verify the applicant's qualifications for this credential should be maintained by the district for 2 years for monitoring purposes.)